

CITY OF BURBANK

FIELD SERVICE REPRESENTATIVE II

DEFINITION

Under direction, to read, record and report readings of electric and water meters; to compute consumption's; to observe and report defects; and to do related work as required.

ESSENTIAL FUNCTIONS

Reads water, electric and demand meters; resets and reseals demand meters; calculates consumption; notes readings which appear low or high and reports need for tests; reports need for repairs or malfunctions or tampering; prepares and compares reports of daily operations; reports complaints; reports water meter leaks; places orders for changes in meters or registers; places locking rings, turns valves and cleans glasses and covers; operates an automobile in the performance of duties; reports on building and field hazards; promotes City programs and services; performs functions of Customer Service Representative I.

MINIMUM QUALIFICATIONS

Employment Standards:

- Ability to - read gauges and record figures accurately and legibly; make calculations rapidly and accurately; understand questions and complaints and provide satisfactory answers; understand and carry out oral and written directions; maintain physical fitness and stamina to walk designated required routes in all weather conditions; do continuous outside work; establish and maintain effective working relationships with fellow employees and the public.
- Skill in - mechanical aptitude.

Education/Training: Must be able to type accurately from clear copy at a speed of 25 net words per minute.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment.

SUPPLEMENTAL INFORMATION

None.